

**CSIR-NATIONAL ENVIRONMENTAL ENGINEERING RESEARCH INSTITUTE**

**NEHRU MARG, NAGPUR 440 020 (M.S.) INDIA**

**ENGAGEMENT FOR R&D PROJECT STAFF**

**Walk in Interview**

**ADVERTISEMENT NO.02/September and 2023/BDPMD**

Application from eligible & interested candidates are invited for engagement of R & D project staff for the following purely temporary positions of Scientific Administrative Assistant **UNDER THE Project “New Impetus in Business development & Project Monitoring & Outreach activities of CSIR-NEERI (OLP-50)”** projects, tenable at CSIR-NEERI Nagpur.

Place of Posting: Nagpur

Date of Walk in Interview is 23 October 2023.

Reporting time of candidates: 02:30 (Committee room) at CSIR-NEERI, Nagpur

<b>Position Code</b>	<b>Name of the position</b>	<b>Essential Qualification</b>	<b>Job Requirement</b>	<b>Upper age limit</b>	<b>Monthly Emoluments (₹)</b>
1	Scientific Administrative Assistant	BCA / BCCA	Data entry, Processing, ERP handling, GeM portal handling etc.	50	Rs. 18000/-+HRA

**Mode of Selection:** Selection will be done on the basis Walk in Interview at CSIR-NEERI Nagpur on 23 October 2023. The candidates shall bring passport size photo, Aadhaar card, 10<sup>th</sup> (SSC), 12<sup>th</sup> (HSC) graduate mark sheets, degree, postgraduate mark sheets, degree, experience certificate (Two years) if any for verification (one set photo copy and original)

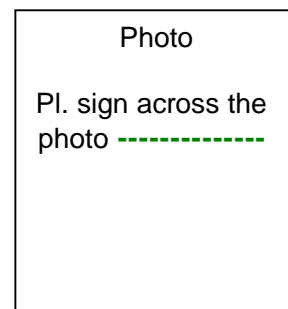
1. All project staff positions are on contract basis and will be co-terminus with the project. However, under no circumstances the tenure of project staff who have served CSIR-NEERI or any other laboratories/institute of CSIR under contract R&D projects would be allowed to exceed five years duration.
2. Upper age limit shall be reckoned as on the last date of receipt of applications
3. Candidates are not required to pay any application fees.
4. Only those candidates who have acquired the essential qualification & result has been declared (should have at least provisional certificate) are eligible to apply for a particular position.
5. Result awaited /Final semester appeared or Ph. D submitted candidates are not eligible to apply for the position where such minimum essential qualification requirement is mandatory.
6. Final semester and result awaited candidates are not allowed to appear for the interview.
7. Experience, where required, will be counted from the date after acquiring minimum educational qualification. Dissertation/thesis work conducted during academic period will not be counted as experience.
8. Time spent in acquiring higher qualification will not be counted as an experience over essential qualification.
9. Mere fulfilling of minimum qualification does not confer any right in a candidate for being called for interview. If large number of applications received, preference will be given to the candidates having qualification and experience over and above advertised qualification/experience.
10. The shortlisted candidates will be invited for the online interview, information for which will be communicated on the Email ID of the candidates mentioned in the application form.
11. No upgradation of the project staff shall be done in same or new project. However, candidates have to apply fresh, and if shortlisted, may have to appear for the interview.

12. CSIR-NEERI reserves the right to cancel or withdraw the offer of engagement in case of any discrepancy found, in the candidature of any empaneled candidate at any stage.
13. The selected candidates are expected to join within time frame mentioned in the offer letter from the date of receiving offer letter of appointment, after completion of pre-appointment formalities like medical examination and character verification etc.
14. Engagement under the new project would be made only after submission of duly completed 'No Demand Certificate' and 'No Dues Certificate' and submission of resignation from the previous project to administration through concerned Scientist & Head.
15. Engagement of project staff will depend on the project tenure/requirement, which may be extended or curtailed depending on the duration of the Project/desired level performance or conduct of the incumbent, as the case may be.
16. The engagement of project staff may be terminated at any time without assigning any reasons, by giving a one-month notice. In case, the person desires to leave the assignment, he/she may also do so by giving one month notice or payment of one-month remuneration in lieu of, which can be condoned/ curtailed/ extended depending upon the discretion of the Competent Authority.
17. The project staff shall have to make their own arrangement for accommodation during their tenure in the project. However, HRA shall be admissible as per applicable rules of the sponsoring agency.
18. The offer letter shall be issued to the candidate initially for a period of **31 March 2024**.
19. A review committee will assess the performance of the project staff and recommend for their extension, if required, subject to the availability of funds in the project.
20. CSIR guidelines for the Ethics in Research and in Governance, as made applicable vide CSIR OM No. 30/GB/2019-MD dated February 28, 2020 and amended from time to time shall apply.
21. No TA will be paid to the candidates for appearing in the interview in case of offline interviews.
22. No claim for permanent position shall be entertained.
23. Other terms & conditions will be governed as per guidelines issued by the funding agency/ CSIR-NEERI for the engagement of above Project Staff as amended from time to time.



**Project Leader**  
**(Dr. Amit Bansiwali)**

ANNEXURE-I  
**APPLICATION FOR ENGAGEMENT AS PROJECT  
 ASSISTANT/ASSOCIATE UNDER EXTERNALLY FUNDED  
 PROJECT IN CSIR-NEERI**



Ref: Notification No.: 02/September and 2023/BDPMD dated : \_\_\_\_\_

Position applied for: Scientific Administrative Assistant Level: SAA

Area/Discipline : \_\_\_\_\_

1. Full Name : \_\_\_\_\_

2. Date of Birth : \_\_\_\_\_

3. Age as on closing date of the application: Year \_\_\_\_\_ Month \_\_\_\_\_ days \_\_\_\_\_

4. Category : \_\_\_\_\_ (SC/ST/OBC/General) 5. Marital Status (Single/Married) :

6. Communication Address :

\_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_ Email, if any \_\_\_\_\_

Mobile No \_\_\_\_\_

7. Qualifications:

Degree	Discipline/Subject	University	Year of Passing	Division/Percentage

8. Experience i) in CSIR Labs/Institute: \_\_\_\_\_

ii) Other organization : \_\_\_\_\_

9. \*Name of the close relative(s)} Name/Designation/Address: \_\_\_\_\_

in NEERI/CSIR (If any) } Relationship : \_\_\_\_\_

I understand that it is a contractual engagement on purely temporary basis under the project co-terminus with the completion of the project under any case. It would, therefore, not confer any right/claim, implicit or explicit for consideration of regularization/absorption against any CSIR/ NEERI/ any other Ministry's Post. I declare that the above particulars are correct to the best of my knowledge and belief. I understand that action can be taken against me if these particulars are found to be incorrect.

Place:

Date:

(Signature of Candidate)

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\*Close relations would include wife/ husband/ sons/ daughters/ brothers/ sisters/sons-in- law/ daughters-in-law and those who could be termed as blood relations.